



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING HEALTH INFORMATION SPECIALIST

Class No. 004842

■ CLASSIFICATION PURPOSE

To organize, coordinate, supervise and train a unit of public health information and support services staff providing health information services; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Supervising Health Information Specialist is the highest class in the Health Information Specialist series and is a first line supervisor. Under direction, Supervising Health Information Specialists assist program managers with the implementation of health information program policy. This class is found only in the Health and Human Services Agency (HHSA) and is distinguished from Health Information Specialist II, in that the latter is the journey-level class responsible for the development of information materials.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, develops, oversees, and evaluates County-wide public health information campaigns and coordinates with multi-media resources.
2. Assists in the overall development and implementation of health information program plans, policies, and procedures.
3. Consults with department administrators and managers to plan for health information needs for Public Health Services programs.
4. Plans and writes sensitive and urgent reports for the Public Health Officer.
5. Plans, schedules, coordinates, reviews, and evaluates the work of professional, clerical, and audio-visual technical staff involved in the production and distribution of bulletins, brochures, leaflets, and public service campaigns.
6. Supervises support staff including clerical, audio-visual, and public health information personnel.
7. Represents the Program Manager at administrative, inter-disciplinary and community meetings, and serves on various committees to voice public health information needs.
8. Takes information from community needs assessments and conveys it in an understandable manner to a variety of audiences.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Correct usage of the English language and grammar.
- Principles and practices of supervision and training.
- Techniques of assessing health information needs and methods of information dissemination.
- Current issues or problems affecting public health education and information.
- Multi-media presentation/production methods and techniques.
- Adaptation of writing style to different audiences.
- Available local community health services and resources.

- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Organize and coordinate health information programs and activities.
- Plan and coordinate the production of radio and television programs on public health subjects.
- Translate technical health information into language understandable to the general public.
- Plan, coordinate, review, and evaluate the work of subordinates.
- Design and produce printed materials.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

A bachelor's degree in journalism, English, public health, or related discipline; AND, four (4) years of full-time experience in a public/community health program developing and writing printed materials and press releases for use in print and electronic media.

Note: A master's degree in journalism, English, public health, or other discipline stressing health or writing skill can substitute for up to one year of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Constant sitting. Frequent: bending of neck and repetitive use of hands. Occasional: walking, standing, kneeling, simple grasping, and lifting and carrying up to 25 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: March 22, 1988
Revised: January 7, 2003
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Supervising Health Information Specialist (Class No. 004842)

Union Code: MM

Variable Entry: Y